



# Cooperative Education Newsletter

Greenfield Community College

One College Drive, Greenfield MA 01301

(413) 774-3131

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## What is Cooperative Education?

### Professional Growth Through Experience-Based Education.

The cooperative education program enables you to receive academic credit and a salary for on- and off-campus work experience directly related to your major field of study. By linking the classroom with the work place, "co-op" provides you with an opportunity to gain an orientation to the world of work and to explore career choices. Students acquire self-confidence and communication skills by working in a professional atmosphere. Co-op experiences often lead to future employment as employers can make informed hiring decisions based on actual job performance.

### Who is eligible?

Any part-time or full-time, day or evening student who has completed 12 or more credits, successfully completed English 101, and has achieved a 2.0 cumulative grade point average or higher is eligible. Approval must be obtained from the appropriate faculty coordinator and the Director of the Cooperative Education Program.

For more information contact the Cooperative Education Office at GCC, N237B  
(413) 774-3131, ext. 291

## Current Job Postings

|                                         |                                    |
|-----------------------------------------|------------------------------------|
| Position: Artist/Painter                | Position: Clerical Assistant       |
| Hours: Part-time                        | Hours: 10 hours/week               |
| Location: Turners Falls                 | Location: Greenfield               |
| Salary: \$6.00/hour                     | Salary: Negotiable                 |
| Position: Bio Technicians               | Position: MAC Operator             |
| Hours: Variable                         | Hours: Part-time                   |
| Location: Turners Falls                 | Location: Greenfield               |
| Salary: \$7.00/hour                     | Salary: \$7.50/hour                |
| Position: Computer<br>Service Associate | Position: Bank Teller<br>Peak Time |
| Hours: Part-time                        | Hours: 15 hours/week               |
| Location: Leverett                      | Location: Northampton              |
| Salary: \$7.50/hour                     | Salary: Negotiable                 |
| Position: Lead Teacher                  | Position: Teacher/Tutor            |
| Hours: 19 ½ hr/week                     | Hours: 10-15 hr/week               |
| Location: Ashfield                      | Location: Greenfield               |
| Salary: Negotiable                      | Salary: \$5-\$6/hour               |
| Position: Office Assistant              | Position: Project Coord.           |
| Hours: 10-20 hr/week                    | Hours: 15-20 hr/week               |
| Location: Chesterfield                  | Location: Florence                 |
| Salary: \$8.00/hour                     | Salary: Negotiable                 |

## In This Issue....

|                  |   |
|------------------|---|
| Resume Web Sites | 2 |
| Current Jobs     | 2 |
| Job Skills       | 3 |
| Job Market       | 4 |





## Here are some Web Sites to visit.

[www.tripod/work/resume/](http://www.tripod/work/resume/)

Visit this site to determine what type of resume is best for you.

[www.jobweb.org/catapult/guenou/restips.html](http://www.jobweb.org/catapult/guenou/restips.html)

Visit this site to get tips for writing your resume and using KEYWORDS.

[www.myfuture.com/OUTPUT/picture.html](http://www.myfuture.com/OUTPUT/picture.html)

Visit this site to get some simple tips that will help you make your cover letter standout.

[www.myfuture.com/OUTPUT/interview.htm](http://www.myfuture.com/OUTPUT/interview.htm)

Visit this site to see: How to Ace an Interview.

## Summer Job Postings

Position: Camp Counselors  
Hours: Full-time  
Location: Brattleboro, VT  
Salary: \$1,050-\$1,500

Position: Internships  
Hours: Up to 25/week  
Location: Holyoke  
Salary: \$10.00/hour

Position: Tour Guide  
Hours: Full-time, 6/1-8/31  
Location: Northfield  
Salary: \$325.00/week

Position: Camp Ranger  
Hours: Rotating Shift  
Location: Gill  
Salary: \$320.00/week

Position: Receptionist  
Hours: Wed-Sun  
Location: Northfield  
Salary: \$325.00/week

Position: Recreation Tech  
Hours: Full or Part time  
Location: Gill  
Salary: \$160 part-time/wk  
\$320 full-time/wk

Position: State Internships  
Hours: Full-time, 12 weeks  
Location: Boston  
Salary: \$225.00/week

Position: State Lifeguard  
Hours: Full-time  
Location: Western MA  
Salary: \$368.68/week

Position: Internships  
Hours: 15-25hr/week  
Location: Boston & Pittsfield  
Salary: \$10.00/hour

Position: Telephone Interviewers  
Hours: Full or Part time  
Location: Hadley  
Salary: \$6.25/hour



## GCC Co-Op Student goes to Disney World!

Joshua Balis poses with Minnie at Walt Disney World in Florida where he was doing his Co-op this past semester. Joshua participated in the Walt Disney World College Program in a three-part program designed to increase students' knowledge of the Entertainment and Leisure industries. The program is divided into learning, living, and working experiences.

Joshua had a great experience at Disney World and is currently working with Disney to become a campus recruiter.

## INTERNSHIP INFORMATION

Northfield Mount Hermon School offers teaching internships in a variety of disciplines. These academic-year apprenticeships are designed to give considerable teaching experience, training, and support to recent college graduates or others who are interested in a career in education. The areas are generally offered in some combination of the following:

### Instruction:

- Fine & Performing Arts
- Humanities
- Library & Multimedia Instruction
- Mathematics & Computing Studies
- Physical Education & Athletics
- Science
- World Languages

### Administration:

- Cross-Cultural Advising Office
- Environmental Ed.
- Office of the Chaplain
- Office of International Education
- Outdoor Education
- Student Activities





# Job Skills

Technology continues to create new jobs, driving demand for graduates in all disciplines. Not only are technology computer-related graduates receiving multiple offers at top salaries, but humanities and social science graduates with technical skills are also receiving more job offers at better starting salaries, according to recent NACE surveys.

Even students who don't go into technology-related fields, however, need to be computer literate. Recently, Philip Davis, instructional technology librarian at Cornell University, set out to identify the computer skills employers looked for when recruiting recent graduates. He surveyed recruiters from 300 corporations that recruit Cornell graduates; 150 responded. The results of his study are reported in the September 1997 (Vol. 25, #12) issue of *T.H.E. Journal*, published by Technological Horizons in Education, and online on the Technological Horizons in Education home page at <http://www.thejournal.com/>.

Davis asked employers to rate five categories of computer literacy skills including:

- Creating documents and multimedia;
- Working with computer programs;
- Managing data bases;
- Manipulating numeric data; and
- Computer networks.

Generally, employers told Davis that computer literacy is important for all new college graduates who hope to land a job; 83 percent said computer competency skills played an important or very important part in their hiring decisions. Employers rated intermediate word processing abilities as the most important computer skill a new graduate could possess; 96 percent of employers said that they looked for this skill among their job candidates. Most employers (93 percent) also said that new hires need e-mail experience, and a majority (63 percent) said that they expected competency in online and Internet searching. However, creating documents for the Internet was ranked last among 23 skills required under the five categories. Seventy percent of employers said

this skill was not relevant to their hiring needs; some employers said that they would be willing to train new hires if Internet skills are needed.

Davis reported that the basic skills needed to manage a data base are valued by employers evaluating potential hires. Basic data base entry and editing skills were required by 83 percent of employers. A majority (86 percent) said spreadsheet knowledge, in order to perform basic and intermediate numerical data analysis, is important. Specifically, employers want new hires to be able to create and manipulate spreadsheets. Three-quarters (75 percent) said new hires must have basic graphics and presentation skills. Many employers (64 percent) said basic personal programming skills such as the ability to modify programs or create "macros" were important.

Employers were least concerned--and might be willing to train employees--in the skills needed for desktop publishing and creating Internet documents. Davis noted that he was surprised to see Internet document creation ranked last of 23 computer-related skills measured, but added that he thinks this skill will become as important as basic word processing in the next few years.

Employers told Davis that "if a student graduates without any [computer-related skills], he or she will have a distinct disadvantage in the work force." One respondent noted that computer skills could be a criterion in promotions. Another said that it isn't as important that a graduate know how to use a lot of software programs as it was for him or her to know the concepts that can be applied to many programs and that students must be eager to learn as the technology changes.

Davis also noted that a 1995 survey by the American Association of State Colleges and Universities found that 22 percent of state colleges require computer literacy of all graduates and that many schools offer a survey course that covers many of the employer-required basics.





# Job Market

It's hard to choose a career that is hot now, but also has the potential to be viable 20 years from now. The October 27 issue of *U.S. News Online* (<http://www.usnews.com/>) pinpoints 20 hot job tracks--jobs that are lucrative and fun--that will be profitable years from now. Based on interviews with experts in 20 fields, the online magazine profiles a top job in each field, names a half dozen alternate careers in each area, and offers entry-level, mid-level, and top salary information for each. It also details the training needed to enter the industry. (Entry-level, in many of the reported cases, is not necessarily synonymous with "first job.")

Here are some of their predictions for the top job in each of the fields:

1. Accounting: Business Valuator. Specialists in this field determine a company's worth using a variety of benchmarks. Entry-level salary: \$30-\$37K.
2. Arts/Entertainment: Animator. Interactive games, the Internet, commercials, television, films, and movies will keep animators busy for a long time. Entry-level salary: \$800 per week.
3. Communications: Crisis Specialist. When a customer finds a dead fly in his or her soup, it's the crisis specialist who must convince the public to continue buying soup. Entry-level: \$23K.
4. Education: Math/Science Teacher. Schools are hard pressed for qualified math and science teachers because so many graduates in these fields are turning to better paying jobs with technology firms.
5. Healthcare: Physician Assistants. Managed care has spurred the growth of this specialty. Graduates in this field treat illness, assist in

surgery, and educate patients. Entry-level salary: \$52,750.

6. Human Resources: Training. The gap between the skills workers have and the skills the rapidly changing workplace demands will be filled with training and retraining by HR/staffing specialists. Entry-level salary: \$31,400.

7. Medicine: Cosmetic Dentist. Membership in the American Academy of Cosmetic Dentistry has doubled in the past three years. Better hygiene means that dentists have fewer cavities to fill and more time to spend on creating a pretty smile. Entry-level salary: \$104K.

8. Public Service: Corrections Officer. This profession requires a Jack (or Jill) of many skills: police officer, social worker, counselor, security specialist, manager, and teacher. Entry-level salary: \$20K.

9. Internet/New Media: Internet Executive. This is just one of 10 jobs prompted by the growth of the Internet and the potential to make a buck on "e-com-merce." *U.S. News* reports the "executive" must be part creative, part developer, and part marketer while over-seeing a small company with limited resources. Entry-level salary: \$175-\$200K. (Other careers include webmaster and online content manager.)

For a complete look at the top 20 fields and the jobs they encompass, go to <http://www.usnews.com/>.